

# How to Complete Your Rental Registration

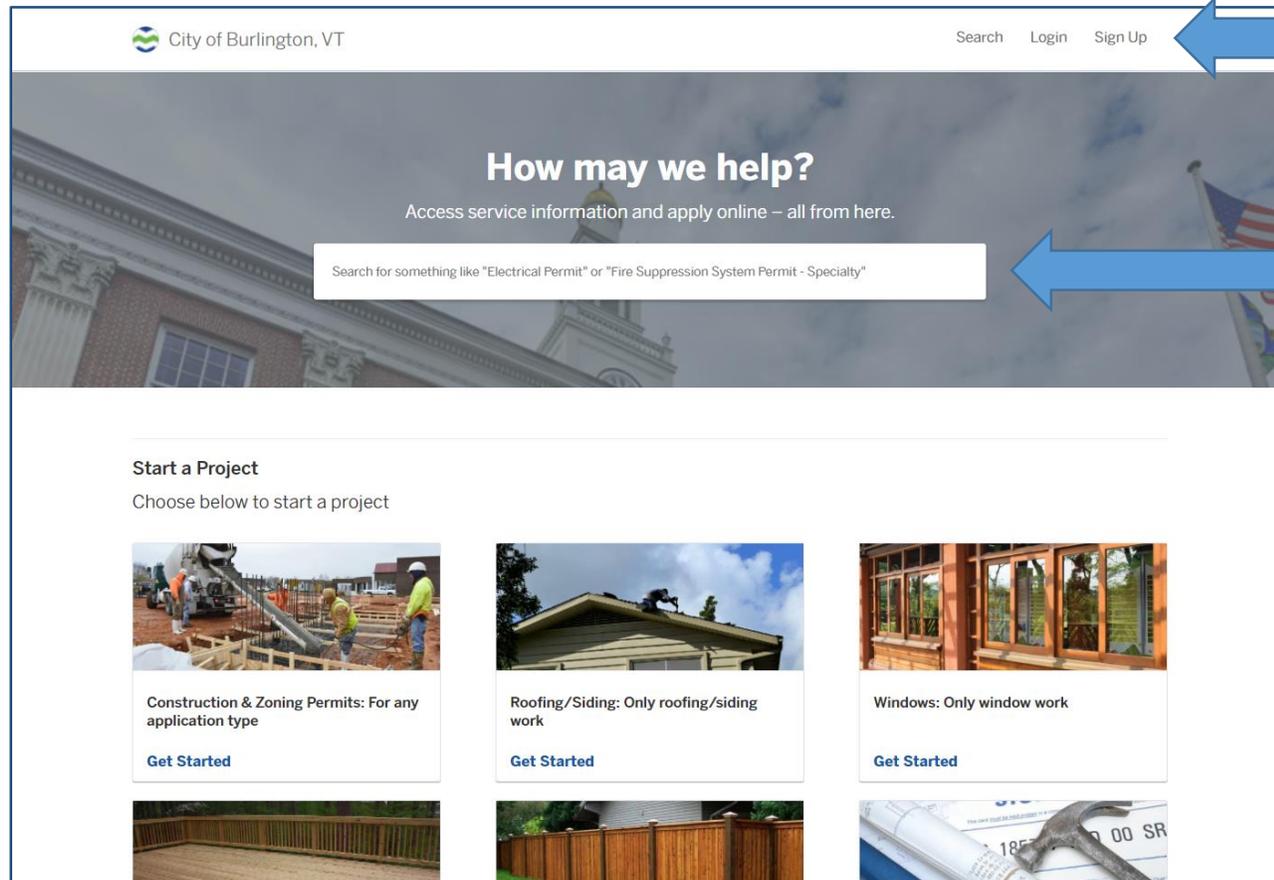
City of Burlington VT

Permitting & Inspections – Housing Division



# Step One:

Go to <http://burlingtonvt.viewpointcloud.com>



City of Burlington, VT

Search Login Sign Up

## How may we help?

Access service information and apply online – all from here.

Search for something like "Electrical Permit" or "Fire Suppression System Permit - Specialty"

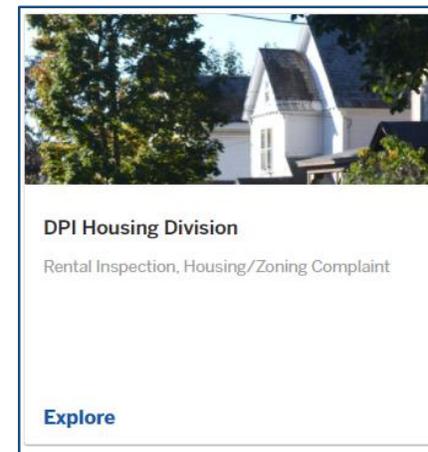
### Start a Project

Choose below to start a project

- Construction & Zoning Permits: For any application type**  
[Get Started](#)
- Roofing/Siding: Only roofing/siding work**  
[Get Started](#)
- Windows: Only window work**  
[Get Started](#)
- Decking**  
[Get Started](#)
- Fencing**  
[Get Started](#)
- Handyman**  
[Get Started](#)

Login or Sign Up.

Once logged in, you can either search for 'Rental Registration' in the search bar...



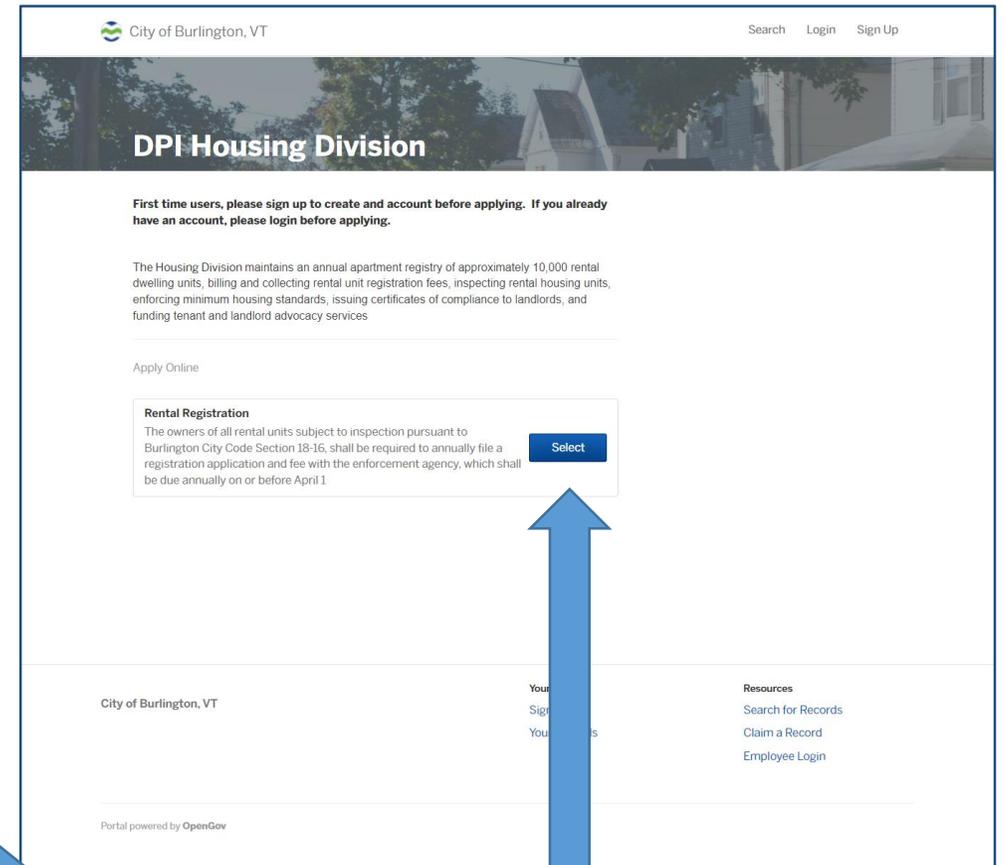
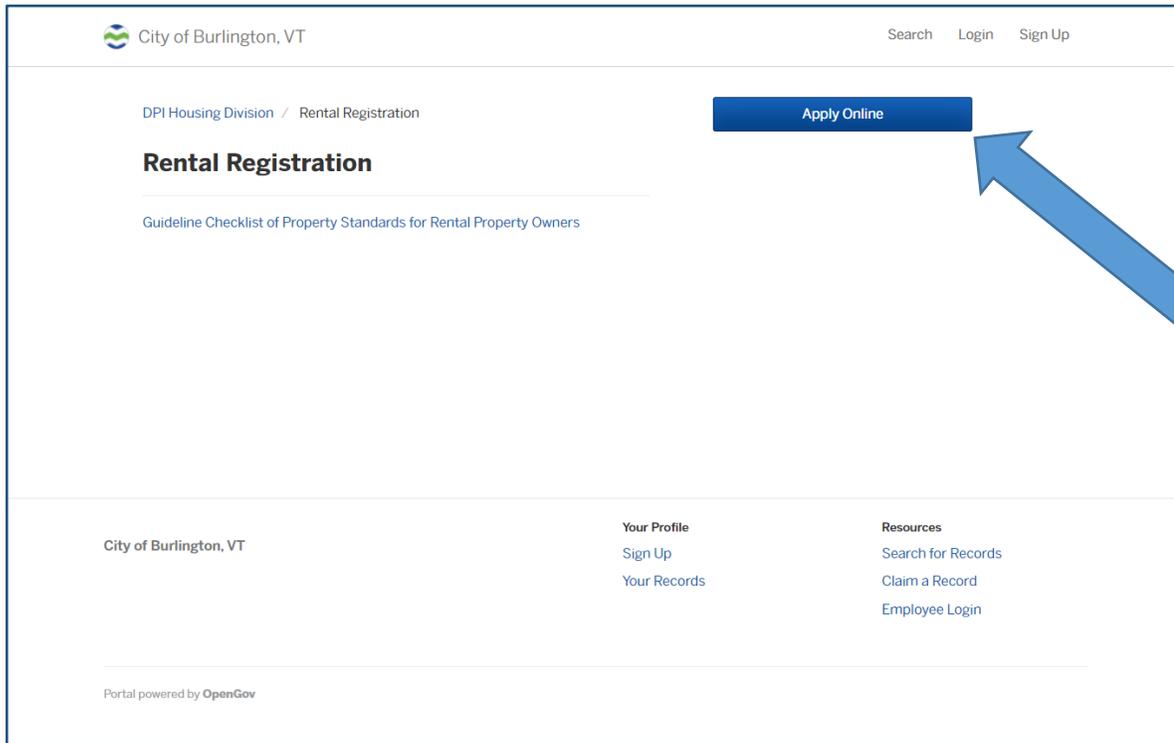
**DPI Housing Division**  
Rental Inspection, Housing/Zoning Complaint

[Explore](#)

...or scroll down the page to 'DPI Housing Division', and select 'Explore'.

# Step Two:

Depending on which screen you see...



Either 'Select'  
or 'Apply Online'.

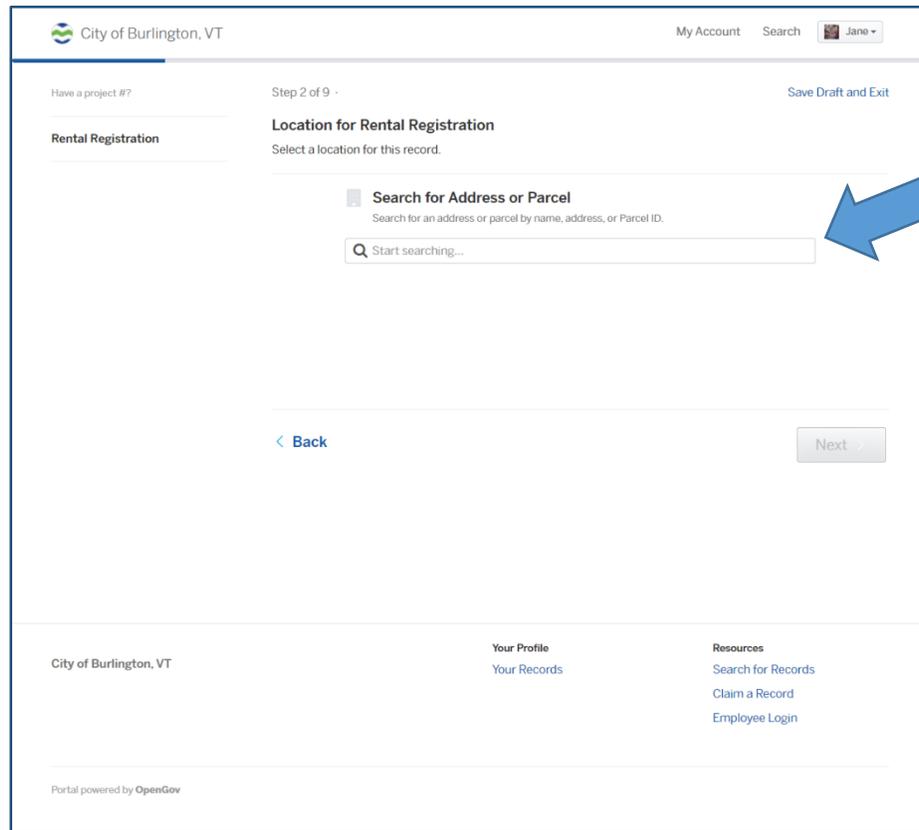
# Step Three:

Ensure all of your contact information is up to date.

**\*\*Note: Need to stop in the middle of your rental registration? Click 'Save Draft and Exit' in the upper right hand corner to save your work. \*\***

The screenshot shows a web form for rental registration on the City of Burlington, VT portal. The page is titled "Step 1 of 9" and includes a "Save Draft and Exit" link in the top right. The main heading is "Confirm your contact information" with a sub-instruction: "Ensure your contact information is up-to-date so that we can get in touch with you if needed." The form contains several input fields: First Name (Jane), Last Name (Doe), Email address (janedoe@gmail.com), Phone Number (empty), Address 1 (645 Pine Street), Address 2 (Optional) (empty), City (Burlington), State (VT), and ZIP/Postal Code (05401). At the bottom right of the form are "Next >" and "Revert" buttons. The footer includes the City of Burlington, VT logo, "Your Profile" and "Your Records" links, and a "Resources" section with links for "Search for Records", "Claim a Record", and "Employee Login". The page is powered by OpenGov.

# Step Four: Search for your property address.



City of Burlington, VT

My Account Search Jane ▾

Have a project #? Step 2 of 9 - Save Draft and Exit

**Rental Registration**

**Location for Rental Registration**  
Select a location for this record.

**Search for Address or Parcel**  
Search for an address or parcel by name, address, or Parcel ID.

Q Start searching...

< Back Next >

City of Burlington, VT

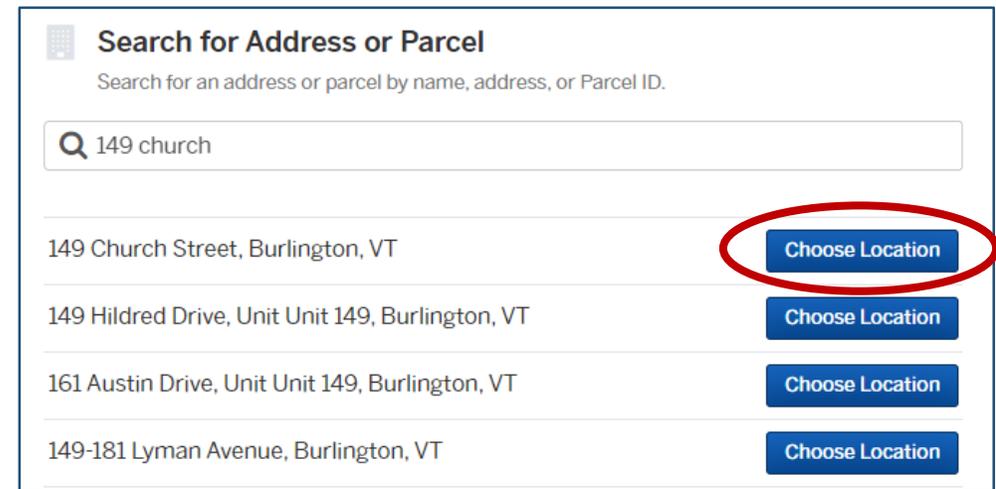
**Your Profile**  
Your Records

**Resources**  
Search for Records  
Claim a Record  
Employee Login

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This is the address on your Tax Bill and linked to the Parcel ID, which can also be used to search for your property.

The system will also pull up similar address. Once you find your address, click 'Choose Location'.



**Search for Address or Parcel**  
Search for an address or parcel by name, address, or Parcel ID.

Q 149 church

149 Church Street, Burlington, VT **Choose Location**

149 Hildred Drive, Unit Unit 149, Burlington, VT **Choose Location**

161 Austin Drive, Unit Unit 149, Burlington, VT **Choose Location**

149-181 Lyman Avenue, Burlington, VT **Choose Location**

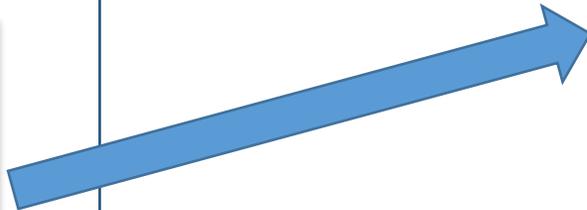
# Step Four Continued:

Ensure all your property information is up to date.

You can update the property owner's information – please note this information is public and is generated from the Property Transfer Tax Return in Land Records, or last available information provided to their office.

Need to make changes to the Property Data? You will need to reach out to Land Records.

Once completed, click 'Next.'



City of Burlington, VT My Account Search Jane ▾

Have a project #? Step 2 of 9 - Save Draft and Exit

**Rental Registration**

**Location for Rental Registration**

 **523-645 Pine Street**  
Burlington, VT 05401 Change Location

Unit  
No Unit ▾

**Property Owner Information**

Name  
CITY DPW

Phone Number  Email

Street #  Street Name  Unit

City  State  Zip Code

**Property Data**

Year built	2001	MBL	053-2-004-000
Lot Area	299819	Zoning	E-LM;
Occupancy	E - Exempt	Book Page	
Water		Building Type	Land and Building
		Sewage	

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# Step Four Continued: Read and confirm.

City of Burlington, VT My Account Search Jane

Have a project #? Step 3 of 9 - Save Draft and Exit

### Rental Registration

Rental property owners must provide their actual physical residential address under the "Property Owner information field. If mailing address of owner is different from their actual residential address, provide both. Owners must provide: name, address, date of birth, phone number, email, and military status (active or not). This is required for all owners.

For properties owned by a corporation, partnership, or LLC, provide: official name, principal business address, date of incorporation, phone number, email, and military status of the corporation president and general partners in the Owner information field. Also provide: name of registered corporate/partnership agent, address, phone number, email, and military status of agent.

If owner's official residence is in Chittenden County and they do not wish to designate a Local Property Manager, Service of Process, or Emergency Contact, they must write "same as owner" on the lines provided for that information. Use principal business address of the corporation, LLC, or partnership entity to determine residence.

If owner DOES NOT RESIDE in Chittenden County, they must list: a local Property Manager, a Service of Process contact (to receive official papers), and a local Emergency Contact for the property (may be one in the same person).

All designees: list day, evening, and cell phone numbers, along with email addresses.

Service of Process designees: date of birth and military status are required.

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You've read everything  
and agree?

Click 'Next'.



# Step Five:

Complete the property information sheet.

All fields with an asterisk (\*) must be completed.

*\*\* What is the 'Special Conditions' Section?  
This is for any special conditions placed upon the property by land use or other permits; for example, a Zoning Board of Appeals Special Permit. \*\**

Click 'Next' when done.

City of Burlington, VT My Account Search Jane-

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Have a project #? Step 4 of 9 · Save Draft and Exit

**Rental Registration**

**Property Information**

Property Type * <input type="text" value="Select your option"/>	Short Term Rental? * <input type="text" value="Select your option"/>
Number of Residential Units * <input type="text"/>	Number of Rental Units * <input type="text"/>
Is this Property Owner-occupied? * <input type="text" value="Select your option"/>	How is the Property Heated? * <input type="text" value="Select your option"/>
Maximum Number of Allowed On-Site Parking Spaces * <input type="text"/>	
Number of Occupant Vehicles Parked On-Site * <input type="text"/>	
Special Conditions (if known) <input type="text"/>	

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City of Burlington, VT **Your Profile**  
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# Step Six:

## Primary Owner Information

The primary owner is the **main point of contact** for Code Enforcement rental registrations bills, orders and other forms of communication.

Complete all fields with an asterisk (\*).

\*\*Are you the owner and pay the rental registration, but have someone else manage the property? Don't worry, we'll get to that on the next page. \*\*

\*\*If you pay for the rental registration **and** manage the property, please put yourself down as the primary owner – just be sure you kept the owner's information in Step Four!\*\*

The screenshot shows a web form for 'Primary Owner' information. The page header includes the City of Burlington, VT logo, 'My Account', 'Search', and a user profile icon labeled 'lane'. The form is titled 'Step 5 of 8' and includes a 'Save Draft and Exit' link. The form is divided into sections: 'Have a project #?' (with a text input field), 'Rental Registration' (with a text input field), and 'Primary Owner'. The 'Primary Owner' section contains several fields: 'Owner Name \*' (text input with 'City of Burlington'), 'Email Address' (text input), 'Street Address \*' (text input with '645 Pine Street'), 'City/State/ZIP \*' (text input with 'Burlington, VT 05401'), 'Primary Phone Number \*' (text input), and 'Alternate Phone Number' (text input). Below these are four dropdown menus: 'Does the owner reside in Chittenden County?' (with 'Select your option'), 'Will the owner be the Property Manager of this property? \* Ⓜ' (with 'Select your option'), 'Will the owner be the Service of Process Contact \* Ⓜ' (with 'Select your option'), and 'Will the owner be the Emergency Contact? Ⓜ' (with 'Select your option'). At the bottom of the form are 'Back' and 'Next >' buttons. The footer contains 'City of Burlington, VT', 'Your Profile Your Records', 'Resources Search for Records Claim a Record Employee Login', and 'Portal powered by OpenGov'.

# Step Six Continued: Primary Owner Questions

Does the owner reside in Chittenden County?

Select your option ▼

Will the owner be the Property Manager of this property? \* ⓘ

Select your option ▼

Will the owner be the Service of Process Contact \* ⓘ

Select your option ▼

Will the owner be the Emergency Contact? ⓘ

Select your option ▼

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*Your Property Manager, Service of Process and Emergency Contact can all be the same person as long as they reside within Chittenden County.*

You will need to answer these questions in order to continue.

If you are the owner and do not reside within Chittenden County, you must answer 'No' on the first question and provide a property manager, or your registration will be flagged for review.

\*\*Are you the owner and pay the rental registration, but have someone else manage the property? On 'Will the owner be the Property Manager of this property?' select 'No' and proceed to the next question.\*\*

## What is a Service of Process?

A Service of Process will be someone authorized to receive legal documents on your behalf. They must reside in Chittenden County.

## What is an Emergency Contact?

Your emergency contact is exactly that – someone you authorize to respond in case of emergencies, such as 911 calls to the property.

# Step Six Continued:

Does the owner reside in Chittenden County?

Yes

Will the owner be the Property Manager of this property? \* ?

No

Will the owner be the Service of Process Contact \* ?

Yes

Will the owner be the Emergency Contact? ?

Yes

< Back

Next >

Answered all the questions?  
Click 'Next' when done.

If you answered 'No' to the questions concerning the Property Manager, Service of Process and Emergency Contact...

*If you answered 'Yes' to all the questions, click 'Next' and proceed to Step Seven.*

# Step Six Continued:

City of Burlington, VT My Account Search 

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Have a project #? Step 6 of 9 · [Save Draft and Exit](#)

**Rental Registration**

**Property Manager Information**  
Must reside in Chittenden County and be either owner or an agent authorized to represent owner for compliance matters; can be same as Service of Process and/or Emergency Contact

Is the property manager an individual or a company? \*

Property Manager Address \*

Property Manager City/State/ZIP \*

Property Manager Email Address

Property Manager Primary Phone Number \*

Property Manager Alternate Phone Number

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...You'll be taken to a new page to provide all of their information.

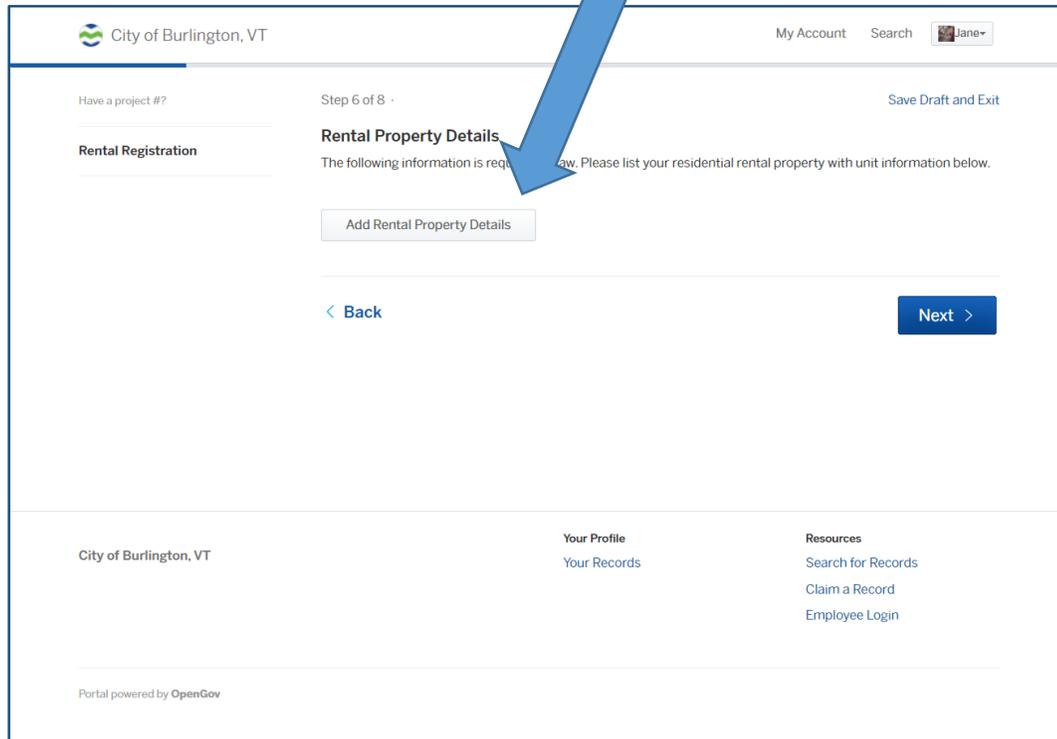
Once complete and hit 'Next' to proceed to the Service of Process and/or the Emergency Contact until all information is completed.

*If you answered 'Yes' to all the questions, click 'Next' and proceed to Step Seven.*

# Step Seven: Rental Property Details

More than four units? We recommend you go to Step Eight to upload a paper copy of the Property Details form.

Click on 'Add Rental Property Details...'



City of Burlington, VT

My Account Search Jane

Have a project #? Step 6 of 8 Save Draft and Exit

**Rental Registration**

**Rental Property Details**

The following information is required by law. Please list your residential rental property with unit information below.

Add Rental Property Details

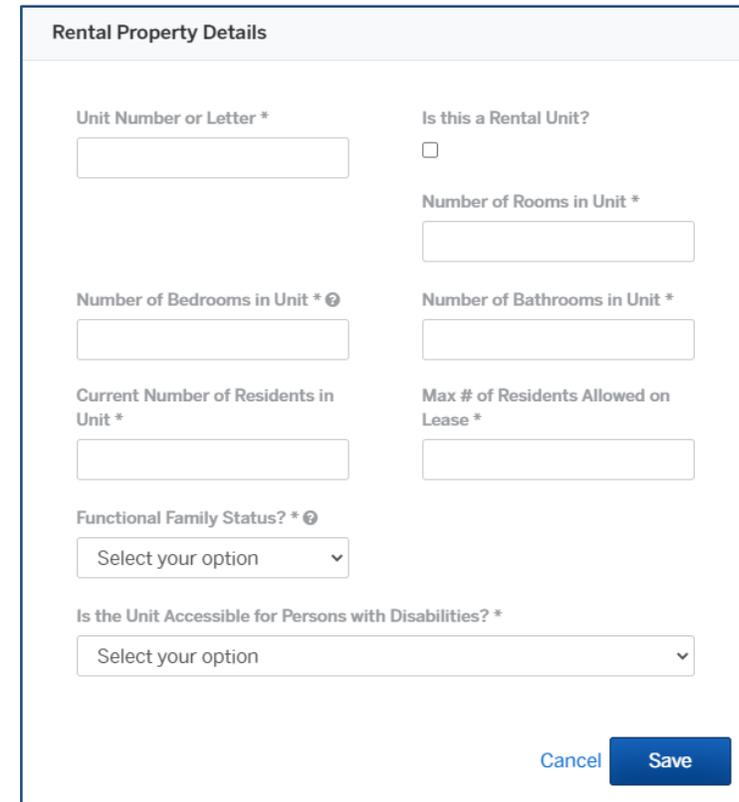
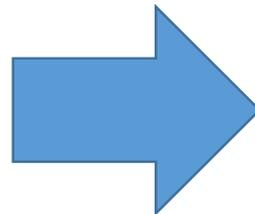
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**Rental Property Details**

Unit Number or Letter \*

Is this a Rental Unit?

Number of Rooms in Unit \*

Number of Bedrooms in Unit \*

Number of Bathrooms in Unit \*

Current Number of Residents in Unit \*

Max # of Residents Allowed on Lease \*

Functional Family Status? \*

Is the Unit Accessible for Persons with Disabilities? \*

Cancel Save

To add information about each unit in your property.

# Step Seven Continued: Applicant Signature

City of Burlington, VT My Account Search 

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Have a project #? Step 7 of 8 · [Save Draft and Exit](#)

**Rental Registration**

**Applicant Signature**

I certify that this application has been examined by me, and is, to the best of my knowledge and belief, true, correct, and complete.

I have agreed to submit this application by electronic means. I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature. By checking this box and typing my name, I am electronically signing my application. \*

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You are certifying that the application has been examined, and is, to the best of your knowledge and belief, true, correct, and complete.

Click on the check box to sign the form, then click 'Next' to continue.

# Step Eight: Upload Any Attachments

City of Burlington, VT My Account Search Jane

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Have a project #? Step 8 of 8 · Save Draft and Exit

**Rental Registration**

**Attachments**  
Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

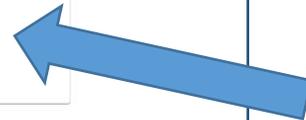
Attachment	File	
Paper Application <small>Paper application scan, if application done on paper.</small>	No file uploaded	<a href="#">Upload</a>
<a href="#">Add attachment</a>		

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City of Burlington, VT **Your Profile**  
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You can upload the paper application (if completed) or the Property Information Sheet for our records.

Need the Property Information Sheet?  
[Click Here](#)

# Step Nine: Final Review

Review all information to ensure it is correct. If it is...

Click 'Confirm and Submit'.  
Congrats, you just finished the information section!

City of Burlington, VT My Account Search Jane▼

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Have a project #? Save Draft and Exit

**Rental Registration**

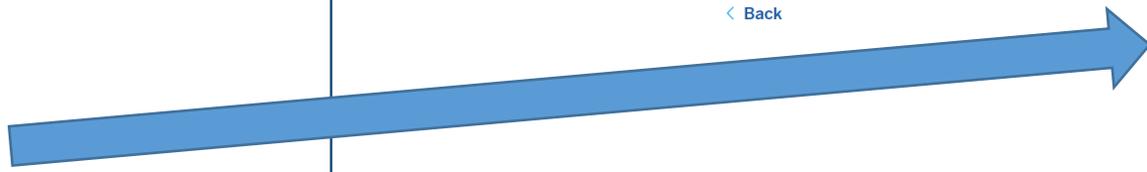
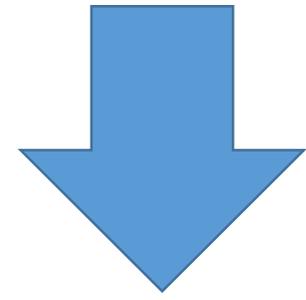
**Confirm your submission**  
Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

---

**Contact Information**  
Edit ...

Email address	Phone Number
email@email.com	802-000-0000

Mailing Address  
645 Pine Street , Burlington, VT 05401



I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#) **Confirm and Submit >**

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# Step Ten: Payment

You have three payment options:  
Credit card,  
Bank account,  
(extra fees will apply for these two options,  
you will see the processing fees below each.)

Or cash/check sent to our offices – our  
address is provided on this page.

If you owe any prior years, your rental  
registration will be flagged and you will be  
notified of remaining fees.

You can also check your property on  
OpenGov for a 'Past Due Fees' folder.

City of Burlington, VT

My Account Search Jane

Rental Registration  
RB-6

Your Submission  
Attachments  
Guests (0)

**Rental Permit Fee**  
Housing Admin Review  
Rental Registration License Issuance

**Due Now.** Please make a payment in order to continue.  
Thank you for your application. Once payment is received, your application will be reviewed by Inspection Services and your Rental Permit will be issued after review.

To pay by check, please mail the check to:  
Burlington Code Enforcement  
Attn: Rental Registration  
645 Pine Street  
Burlington, VT 05401

Please put in the memo line your record number which starts with "RB" and can be found on the top left hand corner of the screen.

Please DO NOT mail cash to Code Enforcement or City Hall for payment. We cannot accept it and your payment will be returned.

Rental Registration	
Burlington Rental Registration Fee	\$110.00
<b>Total Fee Amount</b>	<b>\$110.00</b>

**Payment Method**

Pay with a Credit Card  
\$4.28 processing fee

Pay using your bank account  
\$5.50 processing fee

Pay with check, cash, or another method  
No processing fee

Amount Due	\$110.00
<b>Total Payment Amount</b>	<b>\$110.00</b>

Ask a question about this

Send Message

# Final Result:

Once completed and payment is accepted, you will be able to print your Rental Permit signifying that all fees are paid and the property is registered with our office.

Note that this is **separate** from a minimum housing inspection.

You're all set!



City of Burlington, VT My Account Search Jane

Rental Registration  
**RB-3**

Your Submission  
Attachments  
Guests (0)

Rental Permit Fee  
 Housing Admin Review  
 **Rental Permit Issuance**

## Rental Permit Issuance

**Issued.** Your document is ready.

**Issued:** Feb 7, 2022 **Expires:** Mar 30, 2022

**Print your document**  
Print this document and retain for your records.

[Print Document](#)

Ask a question about this

[Send Message](#)

City of Burlington, VT Your Profile Your Records Resources  
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Any further questions?  
Please give our office a call at 802-863-0442.

- Guide by Cara Simoneau,  
Housing Administrator for the City of Burlington, VT

